

2009 PRESIDENTIAL INAUGURAL PARADE APPLICATION INSTRUCTIONS

PART 1 – GENERAL GUIDANCE

BACKGROUND

Historically, the inaugural parade has been approximately two hours long, running the 15 blocks along Pennsylvania Avenue between the U.S. Capitol and the White House. However, walking distance from the assembly area, down the parade route and to the dispersal area is quite a bit longer, approximately 2 1/2 miles.

In 2005, the parade consisted of 57 elements chosen from more than 300 applicants. While any individual or group may apply for consideration, the number of groups selected to participate is at the discretion of the President-Elect and the Presidential Inaugural Committee (PIC).

The Armed Forces Inaugural Committee (AFIC) is responsible for collecting, evaluating and presenting all parade applications to the Presidential Inaugural Committee for review. Once the Presidential Inaugural Committee has finalized their selections and notified all applicants, AFIC assists with the organization and execution of the parade.

HOW TO APPLY

Applications may be submitted by posted mail or electronically via an online parade application. A complete application includes the following:

- (1) The parade application form (submitted online or mailed in), including a descriptive narrative (required);
- (2) One or two 8-by-10-inch or 11-by-14-inch photographs of the group (a physical photo or a JPEG file);
- (3) One five-minute (or less) video of the group (VHS, DVD or CD); and/or
- (4) One five-minute (or less) audio recording of the group (CD or DVD).

While items (2) through (4) are optional, they are *strongly* recommended, particularly for applicants for whom appearance, sound or performance quality are inherent to the nature of the group. Specific guidance and size restrictions for media files are contained in Part 3 – Guidelines for Media Submissions.

SELECTION PROCESS

Applications are evaluated and scored by a select group of professional musicians and performers from the U.S. Armed Forces. The Presidential Inaugural Committee will then review all applications and select the groups that will be invited to participate in the parade and related inaugural events. This selection process normally occurs in late November or early December. The selection criteria used by the Presidential Inaugural Committee will not be made public.

Applicants will be notified by the Presidential Inaugural Committee of their selection/non-selection. Please note that parade participants are responsible for their own logistics (funding, transportation, lodging, etc.). If selected, additional information will be provided regarding parade day specifics, such as performance restrictions, security screening, staging and dispersal.

DEADLINE

Applications must be received no later than November 14, 2008. The Presidential Inaugural Committee may, at their sole discretion, choose to consider applications received after the deadline.

APPLYING ONLINE

Applicants wishing to apply online must obtain a secure website address and a password from the AFIC Band Control office by calling (202) 691-2247 or e-mailing inauguralparade@afic.northcom.mil. Office hours are Monday through Friday, 8 a.m. to 5 p.m. (EST).

NOTE: It is **very important** that you print out Part 2 of these instructions, “Guidelines for Completing the Application Form,” and refer to this guidance while completing your application. Our preference is that all applications and media submissions be sent to AFIC electronically via the online portal. If you are unable to submit using the online portal, you may submit your application package via a mail service.

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APPLYING BY MAIL

Please mail completed and signed applications (including all supporting media) to one of the following addresses.

For applications sent by U.S. Postal Service, please mail to:

ARMED FORCES INAUGURAL COMMITTEE
ATTN: CEREMONIES DIRECTORATE, BAND CONTROL
103 3RD AVE SW
FORT MCNAIR, DC 20319-5058

For applications sent via FEDEX, UPS, DHL or other mail service carriers, please mail to:

ARMED FORCES INAUGURAL COMMITTEE
ATTN: PARADE DIVISION, BAND CONTROL, ROOM 2624
330 C STREET SW
WASHINGTON, DC 20201-0001

NOTE: The screening process used for all U.S. mail sent to certain ZIP codes in Washington, D.C., may delay its arrival or cause damage to the media contents of your application. For this reason, commercial delivery services such as FedEx, UPS or DHL are recommended.

QUESTIONS

Please contact us by calling and leaving a detailed message at (202) 691-2247 or e-mail your questions to inauguralparade@afic.northcom.mil.

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PART 2 -GUIDELINES FOR COMPLETING THE APPLICATION FORM

Part 2 of these Application Instructions is designed to aid the applicant in filling out the application form – whether the online form or the paper form is used. It is best to print these instructions and follow the guidance for each section.

GROUP NAME

Please list the group name as it should appear in all printed publications. Please provide the full name and complete contact information of a representative for your group. It is extremely important that this individual can be reached by telephone during the November/December holiday period using this contact information. Please ensure information is complete and accurate.

GROUP TYPE

Please indicate one of the following that best describes the group identified in this application:

Marching Band:	Self-explanatory.
Marching Unit (Silent):	Any foot/marching unit or drill team that is not a band and requires no audio sound system support and is generally silent.
Marching Unit (Sound):	Any foot/marching unit/drill team that is not a band and requires/includes audio sound system support or creates loud sound.
Horse Mounted Unit:	Any element that has a horse in its formation.
Vehicle Unit:	Any formation that moves using wheels. Motorcycle/car groups and floats fall in this category. Please use the “Group Type Explanation” block to further clarify, if necessary.
Specialty Group:	Select this group type if you are intending to apply for a related inaugural event such as an inaugural ball, candlelight dinner or the like.

GROUP TYPE EXPLANATION

This section should briefly describe your organization *as it will be seen* in the inaugural parade or related inaugural events. For example, “a collegiate marching band that is 270 members strong, wearing green and gold uniforms” or “a jazz combo featuring a vocalist and rhythm section.”

FORMATION PERSONNEL (MEMBERS)

Please indicate the number of individuals by type that comprise your group’s parade formation. “Specialty Groups” may disregard the rank and file blocks, but please list the number of members in your specialty group. Do not count personnel more than once. After indicating the number of formation members in the appropriate blocks, click the “Update Total” button to add all of your group members.

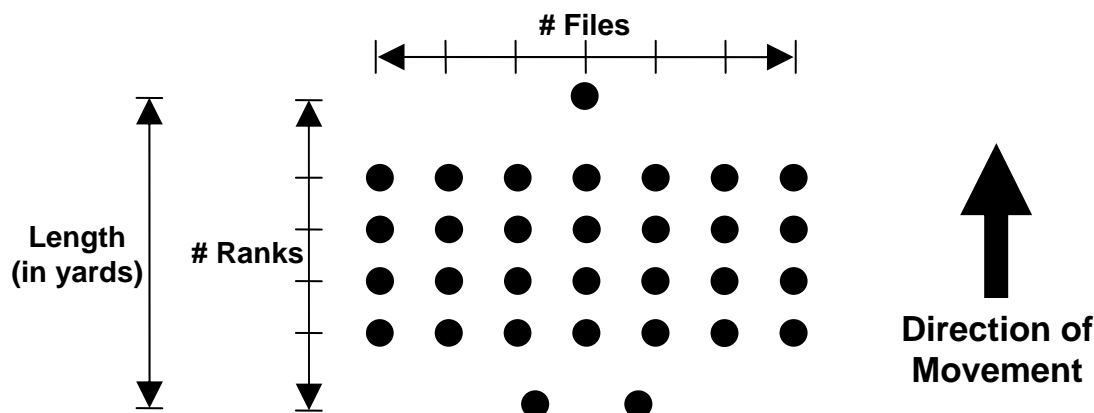
NOTE: The paper form will not total your member numbers. The total must be entered manually.

FORMATION PERSONNEL

Please list the number of horses and/or vehicles in your *parade formation*. When determining the width (“files”) and length (“ranks”) fields, please use the following diagram to measure your formation at its longest/widest point. Be sure to factor all elements to determine the length of your *entire* formation in yards.

NOTE: This yardage number is very important and may not be increased if the applicant is selected to participate in the parade.

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NARRATIVE

The narrative should showcase what the group plans to contribute to the inaugural parade. It is limited to 3,500 characters (equivalent to approximately one typewritten page, 12 point, Arial font). At a minimum, the narrative should include the following:

- A brief description of what makes the group distinct from other groups;
- A brief description of the group's uniforms or costumes;
- Any previous, significant performances or awards such as marching festivals, state marching contests, etc.;
- Any possible audience interaction that the group may facilitate;

NOTE: Stopping to perform in front of the presidential reviewing stand or at any point along the parade route is not permitted. In addition, all individuals, groups and units are prohibited from carrying explosives, pyrotechnics, fireworks, personal firearms or knives of any kind in the parade.

- (Marching Bands Only) The musical uniqueness of your group and what selection you will play while marching in review past the presidential reviewing stand.

NOTE: Bands can perform multiple selections, but we desire to know exactly what you will play while passing in front of the presidential reviewing stand. Bands should perform music that is representative of their respective states or regions. Groups will not be permitted to perform "The Star-Spangled Banner," "Ruffles and Flourishes," "Hail to the Chief," or the official service songs of the Armed Forces (Army, Marines, Navy, Air Force, Coast Guard or Merchant Marines).

- (Specialty Groups Only) Be detailed in what you expect to provide for the presidential inaugural events. List what your group specialty is as specifically as you can.

IMPORTANT: The narrative portion of the online application form will not preserve any formatting (indentations, spacing, etc.) if pasting text into the field. The appearance of the text in the narrative of applications printed from the online form will not affect the presentation of your group to the Presidential Inaugural Committee.

SUBMIT

Please *carefully* review the application for accuracy and completeness prior to submission.

(Online Form) Upon clicking the "Submit" button on the online application, it is sent to the Band Control Office for processing. This electronically submitted application is considered a "signed application."

(Paper Form) Be sure to manually sign the form where indicated. By signing the form, applicants grant consent for AFIC to release the application and associated media to organizations outside of the Department of Defense for the purpose of supporting the inaugural parade and other inaugural events.

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PART 3 - INSTRUCTIONS FOR MEDIA SUBMISSIONS

TIPS FOR ENHANCING YOUR APPLICATION

The submission of additional media (photographs, audio files and video files) that represent your group is strictly optional. However, it is strongly recommended.

The Band Control Office spends many hours collating and organizing hundreds of applications into an interactive presentation that represents each as accurately and expeditiously as possible. Since these materials will be closely scrutinized by the Presidential Inaugural Committee, please ensure that the material submitted best represents the look and sound of your group. If we ask your group to resubmit anything, it is because we are making every effort to present all applicants equally and fairly.

MEDIA SIZE RESTRICTIONS

The size restrictions below apply whether the subject media files are submitted by mail *or* electronically online.

IMPORTANT: When submitting media files via the online application, if *any* media file exceeds the size restrictions below then none of the media files will upload successfully.

- **Photographs.** Printed media should be no smaller than 8 by 10 inches and no larger than 11 by 14 inches. In place of physical photographs, digital photos may be submitted electronically in JPEG format on an MS Windows PC-readable CD or DVD. File sizes **may not exceed 2.5Mb** per image. The resolution should at least be equivalent to an 8-by-10-inch photograph.
- **Video.** Video submissions shall be no longer than five minutes in duration and shall accurately represent the group's style and quality of performance. It is strongly recommended that the video depict what the group intends to perform during the parade. Marching bands should not submit a video of a concert performance since it would not represent how the group would look and sound marching in the parade. Videos may be submitted on either DVD (preferred) or VHS tape. Applicants may also send video digitally in an MS Windows PC-readable format on DVD. Videos submitted electronically must be readable by MS Media Player v.11. File size **may not exceed 25Mb**.
- **Audio.** Musical units may submit an audio recording to further aid evaluation of the sound quality of the group. Audio submissions shall be no longer than five minutes in duration and shall accurately represent the group's style and quality of performance. Recordings must be in MP3 or WMA format on either a CD or DVD. File size **may not exceed 6Mb**.

NOTE: Sending an entire CD recording and indicating a particular track for your audio submission is not acceptable. Only one audio file should be submitted.

RELEASE

All applications and submitted media become the property of the U.S. Government. All electronic submissions are considered signed upon submission. Materials submitted will not be returned to the applicant.